

DD/M&S 74-2641

MEMORANDUM FOR: All Employees

SUBJECT : Agency Briefing Program

1. Attached herewith is a copy of a letter dated 19 June 1974 from Mr. Peter Malof of The Brookings Institution, who has some kind words to say about the Agency's participation in its conference program this past year, and to suggest additional sessions in the Headquarters Building starting in December 1974.

2. On the basis of a suggestion by the Management Advisory Group (MAG), I asked for a general summary of the major briefing activities of the Agency in Fiscal Year 1974, with a primary focus on briefings and tours by non-Agency groups, such as Brookings. I have been emphasizing the need to achieve a broader understanding of the intelligence process and the work of the Central Intelligence Agency. These briefing sessions range from a few hours to two days, and the effort is directed at employees of other Government agencies, as well as private organizations.

3. The following list is not all-inclusive, and it does not cover the individual efforts by various Deputy Directors, but it highlights some of our major activities in Fiscal Year 1974:

<u>Name of Group</u>	<u>Number of Visits</u>	<u>Number of Visitors</u>
Brookings Conference for Business Executives	9	272
National Security Agency Training Courses	4	150
Washington Journalism Association Fellows	1	12
Joint Chiefs of Staff-Defense Intelligence Agency Orientation	2	116
Foreign Service Institute Training Courses	3	77

<u>Name of Group</u>	<u>Number of Visits</u>	<u>Number of Visitors</u>
Special "Day at CIA" for State Department Officers	1	140
Malcolm X College Students and Faculty	1	11
Federal Executive Institute Seminar	2	29
Industrial College of the Armed Forces	1	17
Foreign Area Officers' Course, Ft. Bragg, N.C.	1	50

4. It might also be of some interest to note that I did take the opportunity to participate in an "Open House for Liberal Arts Faculties" held on 19 April 1974, with representatives from Atlanta University, Morehouse College, Spelman College, Xavier University, Morgan State College, North Carolina Central, Fisk University, Prairie View University, Hampton Institute and Virginia State College. There was a very candid and forthright exchange of views with these faculty members, who offered their comments about the Agency and our efforts to employ more minorities.

5. Most Agency employees are undoubtedly aware that on 11 May 1974 there was a "Retiree Homecoming Day," when we provided former employees from the Washington area with the opportunity to return as a group for a general discussion of the Agency and its activities. Well over five hundred retirees attended the briefing session in the auditorium, and there has been a very favorable reaction to the program.

6. The Agency also participates in a program of visits by the Presidential Classroom for Young Americans. During the past twelve months, eleven Presidential Classroom groups totaling 2,046 students and teachers came to the Headquarters auditorium to receive briefings on the mission and organization of the Agency.

7. As I mentioned in my address to the Los Angeles World Affairs Council in May 1974, we do not conduct a public relations program, and we are not in the public information business. But we do make as much information as possible available to the public, and this includes groups of our citizens who visit our facilities, where we try to

respond to their questions about the nature of American intelligence. I will be supporting the Brookings program in the coming year, and I intend to continue with these modest efforts to provide a better understanding of the intelligence process.

W. E. Colby
Director

Att (DD/M&S 74-2335)

EO-DD/M&S: :kmg (16 Jul 74)


Distribution:

- Orig - DCI (return to OP for bulletin board)
1 - Signing Official
1 - ER
1 - DDCI
1 - DD/M&S Subject + background and att
1 - DD/M&S Chrono
✓ 1 - HLB Chrono

ORIGINATOR:

/s/John E. Blake

17 JUL 1974

 HAROLD L. BROWNMAN
Deputy Director
for
Management and Services

Date